

Office Safety
ACTIVITY HAZARDS ANALYSIS
Hydrologic Engineering Branch

ACTIVITY: Office Safety

ANALYZED BY/DATE: Colleen Horihan, 8/27/01

REVIEWED BY/DATE: Larry Janis, 8/27/01

PRINCIPAL STEPS	POTENTIAL HAZARDS	RECOMMENDED CONTROLS
Fire Safety	Physical injury or death	<ol style="list-style-type: none">1. Every office should post accepted evacuation routes in conspicuous places.2. A pre-determined emergency meeting place should be established so that an office head count can be taken after the office is evacuated. This will help determine who may or may not still be in the building for the emergency response personnel.3. Office doors should <u>always</u> be free of obstructions, to permit egress in case of emergency.4. All new office employees should be trained in the accepted evacuation practices for the office.5. Everyone should be aware that there is a surprising number of flammable materials used in offices. They can be innocent looking products such as glue, white-out, fingernail polish, or cleaning solvents.
EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
NA	NA	NA